

Schedule of Post Petition Unpaid Debts

Instructions:

Step 1 - File Amended Schedule & Matrix

Select *Bankruptcy*

Select *Miscellaneous Activities*

Enter case number

Verify case number is correct

Select Document Event: [Schedule of Post Petition Unpaid Debts](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select Appropriate Event to which this event relates

- Narrow search by entering category type. Note: Misc is the category that lists the schedules.
- Relate to the original schedules.

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.

Step 2 - Add additional creditors

- Creditor Maintenance - enter creditors individually OR
- Upload creditor matrix - text format only